

**BERNALILLO COUNTY HOUSING DEPARTMENT
LEASE/PURCHASE HOMEOWNERSHIP PROGRAM
1900 BRIDGE BLVD., SW
ALBUQUERQUE, NEW MEXICO 87105
(505) 314-0200
FAX: (505) 842-8149**

The Application Process will be as follows:

- a. Completed Application Submitted (by mail, in person or by fax)
- b. Records Release Form signed by everyone over the age of 18 who will live in the household.
- c. Copy of **PNM Bill**, or **Lease** or **Notarized statement from family member verifying individual is living** with them and is a current Bernalillo County Resident.
- d. When applications are turned in, a criminal background check will be done on everyone over the age of 18.
- e. Once background check has been completed and approved, a referral letter will be sent to Neighborhood Housing Services or HOME New Mexico with a copy of the application. At the same time, a letter will be sent to the family advising them that they have been referred to NHS or HOME New Mexico with the phone number that they must contact them to begin the approval process. **Applications will not be time stamped until homebuyers training and approval from the Lease/Purchase Approval Committee are completed.)**
- f. Once the family/individual has completed the application process of counseling and financial qualifications, BCHD will schedule an appointment with the family to go- over the Lease/Purchase Contract.
- g. Once the Contract has been explained, BCHD will authorize the family to begin the search for a home and will provide the family with a list of realtors who can help them find their dream home.
- h. Families will contact BCHD with the address of the home they wish to purchase and provide a copy of the unsigned Purchase agreement and any addendums. The property will have to pass two inspections; an HQS that targets safety related issues and the typical FHA inspection that targets structural, electrical, plumbing and mechanical systems before BCHD will approve the purchase.
- i. Once these inspections have been completed, BCHD will purchase the property and oversee the property management during the lease period.
- j. BCHD's property manager will be responsible for collecting rent and will oversee the overall property maintenance.
- k. BCHD will collect an administration fee of \$25.00 (non-refundable) and a maintenance fee of \$25.00 per month **(this fee may be refunded at the end of the Lease Term.)**

The goal of the Bernalillo County Housing Department is to help as many families as possible realize the Dream of Homeownership by taking them from renters to homeowners.

APPLICATION LEASE/PURCHASE HOMEOWNERSHIP

Approved: _____ Disapproved: _____ Dept. Signature: _____

**AUTHORIZATION TO REVIEW RECORDS
(PRIOR CONVICTIONS, ARRESTS OR PENDING CASES)**

PRINTED NAME	MAIDEN NAME	DATE OF BIRTH	SOCIAL SECURITY #	SIGNATURE